

# **Foothill Transit Governing Board**

## **MINUTES**

The Special meeting of the Foothill Transit Governing Board was held Wednesday, May 6, 2009, at the Foothill Transit Board Room, 2<sup>nd</sup> Floor, 100 South Vincent Avenue, West Covina.

Chair Delach called the meeting to order at 5:30 p.m. The following members were present, constituting a quorum of the Governing Board:

Corey Calaycay  
Steven Johnson  
Paula Lantz  
Emmett Badar  
Keith Hanks  
Peggy Delach  
Doug Tessitor  
Steve Herfert  
Roger Chandler  
Richard Barakat  
John Fasana  
H. Manuel Ortiz  
Fernando Vizcarra  
Carol Herrera  
Emily Ishigaki  
Jeff Parriott  
Lola Storing  
Hector Delgado  
Mary Su  
Michael De La Torre  
Patricia Wallach  
David Rodriguez

Staff and Guests present:

Doran Barnes, Executive Director  
Kevin McDonald, Deputy Executive Director  
Darold Pieper, General Counsel  
Lee Millen, Deputy Secretary  
LaShawn Gillespie, Director of Planning  
David Reyno, Director of Government Relations  
Linda Somilleda, Director of Marketing & Communications  
Vanessa Rachal, Department of Public Works

Pledge of Allegiance

Chair Delach led those present in the Pledge of Allegiance.

**APPROVAL OF MINUTES FOR THE SPECIAL GOVERNING BOARD MEETING OF  
FEBRUARY 19, 2009**

The minutes for the Special Governing Board meeting of February 19, 2009, were approved as submitted.

Motion: Vice Chair De La Torre, seconded by Member Storing  
Abstentions: Member Fasana  
Vote: Duly carried

**PUBLIC COMMENT**

There was none.

**RECESS TO CLUSTERS TO ELECT EXECUTIVE BOARD MEMBER AND ALTERNATE  
FOR CLUSTER 1 AND CLUSTER 4**

The Foothill Transit Governing Document states that Executive Board Members as well as their Alternates are elected for a three-year term, and the representatives selected for Clusters 1 and 4 are scheduled for elections this year, and the meeting recessed so both clusters could vote.

Cluster 1 consists of the cities of Claremont, La Verne, Pomona, and San Dimas. Cluster 4 is represented by the cities of Diamond Bar, El Monte, Industry, La Puente, South El Monte, and Walnut.

**RECONVENE AND ANNOUNCE EXECUTIVE BOARD MEMBER AND ALTERNATE  
FOR CLUSTER 1 AND CLUSTER 4**

Mayor Corey Calaycay of Claremont announced the Executive Board Member selected to represent Cluster 1 is Councilmember Paula Lantz, and the Alternate is Mayor Corey Calaycay.

Mayor Pro Tem Carol Herrera of Diamond Bar announced the Executive Board Member selected to represent Cluster 4 is Mayor Pro Tem Carol Herrera and the Alternate is Councilmember Hector Delgado.

**RECESS FOR EXECUTIVE BOARD TO NOMINATE Foothill TRANSIT CHAIR, VICE  
CHAIR AND TREASURER/AUDITOR-CONTROLLER**

The Governing Board recessed to the Executive Board meeting.

**GENERAL MEMBERSHIP RATIFICATION OF EXECUTIVE BOARD NOMINATIONS  
FOR FOOTHILL TRANSIT CHAIR, VICE CHAIR, AND TREASURER/AUDITOR-  
CONTROLLER**

The Executive Board recommended ratification of the Executive Board officers to the Governing Board: Michael De La Torre, Chair; Roger Chandler, Vice Chair; and Peggy Delach, Treasurer/Auditor Controller.

Motion: Member Fasana, seconded by Member Wallach

Vote: Unanimously carried

**PROPOSED FISCAL YEAR 2010 BUSINESS PLAN**

Kevin McDonald, Deputy Executive Director, reported that the Fiscal Year 2010 Business Plan was approved by the Foothill Transit Administrative Advisory Committee at their April 3, 2009 meeting. At their regular meeting on April 24, 2009, the Foothill Transit Executive Board reviewed the Business Plan. The Executive Board recommends the Governing Board approve the proposed Business Plan for Fiscal Year 2010.

Foothill Transit is required annually to submit a balanced budget and a Short Range Transit Plan (S RTP) to the Los Angeles County Metropolitan Transportation Authority (MTA) in order to receive subsidy funds. Both documents have been incorporated into a single Business Plan for the organization. In addition this year, the organization's Fifteen-Year Financial Outlook has been incorporated into the Business Plan.

The mission of Foothill Transit is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency and innovation. Supporting this mission, the primary goals of Foothill Transit are to:

- Operate a safe transit system;
- Provide outstanding customer service;
- Operate an effective transit system; and
- Operate an efficient transit system.

Goals and performance measures tied to each of the four goals listed above have been incorporated into the plan to ensure that Foothill Transit's resources are focused on achieving its mission. In order to fulfill its mission and meet its goals, Foothill Transit's proposed business plan will allow Foothill Transit to:

- Begin construction of the West Covina Park and Ride;
- Install solar panels at the administrative office and operating facilities;
- Implement an Electric Bus Demonstration Project;
- Renovate the Pomona Operations and Maintenance facility;
- Procure CNG coaches for the L.A. County FastLanes project;
- Achieve 90% schedule adherence by the end of the year (currently 80%);
- Pursue LEED certification for administrative office and operating facilities;

- Implement agency-wide customer service training; and
- Advocate for Foothill Transit's interest in the upcoming five-year federal transportation authorization program.

Great improvements have been made on the Customer Service Call Center's average hold time. Another successful project has been the bus signal priority project, which involves Foothill Transit's SmartBus system communicating with automatic traffic signals on its route to request an early green or delayed red signal if the bus is behind schedule.

The TAP program will be underway next week with the installation of new fareboxes on the buses. Foothill Transit's budget for FY 2008 was \$67.4 million; the agency will come under budget this year at \$68.3 million. The operating budget for FY 2010 will be \$75.2 million, and the increased amount is driven by increased contract costs as well as conservative estimates for fuel for the upcoming year.

Foothill Transit's proposed FY 2010 budget is balanced between revenues and expenses with an estimated \$75.2 operating budget and a \$27.9 million capital budget, for a total budget of \$103.1 million. \$3.9 million of the \$27.9 million in capital funds are held for future year projects and have not been specifically programmed to projects in the business plan. The Fiscal Year 2010 Business Plan targets a farebox recovery ratio of 24.05 percent.

In response to Member Rodriguez, Mr. McDonald reported that the two promotional programs designed to increase revenue are:

1. Dump The Pump program; and
2. The TAP program, which is partly aimed at first-time riders.

Doran Barnes, Executive Director, added that one of the challenges for Foothill Transit is the allocation of seats related to ridership. The balance of ridership is uneven in that during peak hours there are not enough seats to accommodate the volume of riders, but at other times in the day there are no seating problems. The operator and fuel expenses don't change in proportion to the size of the coach, so switching to smaller buses during low ridership periods will not save money. The bus system benefited most when fuel prices were at \$4.50 a gallon. Another strategic plan for increasing ridership is the Park and Ride system: riders will not take a local bus, but they are more likely to park at a depot and take an express bus to an extended location.

Chair De La Torre suggested interfacing with schools, community groups and local officials to increase the ridership volume. Member Delgado noted that the only deficit solutions being offered are programmatic reductions or fare adjustments, but not overhead reduction. Mr. Barnes reported that the 15-year plan needs to be reviewed by the Board to identify proposed reductions. Also, Mr. Barnes noted that Foothill Transit adopts a balanced budget each year, without which the deficit would certainly increase.

In response to Member Ortiz, Mr. McDonald reported that the TAP card is a blank card that will accept any fare media for loading to be used in place of paper money, coins, paper passes and transfers. Member Fasana commented that this is a great opportunity to

discover which routes are most popular and which schedules are the busiest. Prices can be adjusted by line or schedule.

Following discussion, the Governing Board approved Foothill Transit's Fiscal Year 2010 Business Plan.

Motion: Member Delach, seconded by Member Calaycay  
Vote: Unanimously carried

### **INVITATION TO CITY OF PASADENA TO JOIN THE FOOTHILL TRANSIT JPA**

David Reyno, Director of Government Relations, reported that last October, the Governing Board unanimously voted to request that all Foothill Transit JPA member organizations formally approve amending the Foothill Transit JPA Agreement to add the City of Pasadena as a JPA member. This required each member City and the County of Los Angeles to place this item on a meeting agenda and approve the new joint powers agreement to admit Pasadena as a member.

A letter (and a copy of the new Joint Powers Agreement) was forwarded to each member City's Mayor with copies to the City Manager, Foothill Transit Governing Board member, and Governing Board alternate requesting that the Mayor return the signature page with the original signature by the Mayor and City Clerk or other authorized representative by March 31, 2009. For the Los Angeles County cluster, letters were forwarded to three County Supervisors and their respective Governing Board representative (copy on file).

To date, all twenty-one member cities have returned the required signed document in the affirmative. The County of Los Angeles staff has indicated this item will be on the May 12, 2009 County Board of Supervisors' meeting agenda and, if approved, the document will be signed and returned to Foothill Transit shortly thereafter.

Once the County has signed the document, the City of Pasadena will become a Foothill Transit JPA member and the new cluster arrangement will become effective. Mister Barnes and Mister Reyno will meet with Pasadena Mayor Bill Bogaard, Assistant City Manager Julie Gutierrez and three staff members from the City Transportation Department, including Cathy Cole, Administrative Services Manager, who was present. This meeting will consolidate Foothill Transit's relationship with the newest member to their JPA.

The Executive Board received and filed an update on the status of Foothill Transit's invitation to the City of Pasadena to join the Foothill Transit Joint Powers Authority (JPA).

Motion: Vice Chair Chandler, seconded by Member Calaycay  
Vote: Unanimously carried

### **PROPOSED FY 2010 SERVICE CHANGES**

LaShawn Gillespie, Director of Planning, reported that the service changes planned for

Fiscal Year 2010 are based on performance measured by productivity standards; for example, Line 189, which travels from the Claremont Transit Center to Glendora on weekdays has seen a dramatic decrease in ridership. This line carries 2.41 riders per vehicle service hour, well below the systemwide performance target of 19.4 passengers per vehicle service hour. Cancellation of this line would eliminate service along Baseline Road between Mountain and Wheeler Avenues in the City of La Verne. Service would remain on Lines 187, 292, 690 and 855 along this northeast portion of the service area.

The fiscal impact of this cancellation would result in a budget savings of \$231,000 in FY 2010. This will increase to \$239,000 in FY 2011. It is recommended that public meetings be held regarding the cancellation of Line 189.

In response to Member Barakat, Ms. Gillespie reported that the decrease in Line 189 began in 2002. The decrease is attributed to a lack of demand for transportation to that area. Other lines that connect in that corridor attract more riders, and Foothill Transit service would still be provided, but just not on Baseline Road.

The Executive Board authorized the Executive Director to hold public meetings regarding cancellation of Line 189.

Motion: Member Fasana, seconded by Vice Chair Chandler  
Vote: Unanimously carried

## **ADJOURNMENT**

There being no further business, the Governing Board adjourned at 6:47 p.m.